

**WAUKESHA COUNTY  
DEPARTMENT OF PARKS AND LAND USE  
PLANNING AND ZONING DIVISION**

**515 West Moreland Blvd. Room AC 230**

**Waukesha, WI 53188**

**Phone (262) 548-7790 pod@waukesahcounty.gov**

Fee Pd. \$ \_\_\_\_\_ ATF Y/N: \_\_\_\_\_ Receipt No. \_\_\_\_\_ PO File No. \_\_\_\_\_

**Application for Site Plan and Plan of Operation Approval**

Town \_\_\_\_\_ Section \_\_\_\_\_ Tax Key No(s). \_\_\_\_\_

Owner: \_\_\_\_\_ Applicant/Operator: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Daytime Phone No. (\_\_\_\_) \_\_\_\_\_ Daytime Phone No. (\_\_\_\_) \_\_\_\_\_

Email address and/or fax number if you would like a copy of the staff report forwarded to you: \_\_\_\_\_

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To ensure there is an adequate amount of information and a sufficient amount of time for staff review, **one (1) complete copy of ALL** required materials, including a **scaled** and **accurate** site plan or plat of survey (preferred), signage, lighting, grading plan, building plans, landscape plan, parking plan, loading, outdoor storage, waste disposal plan, well and septic, interior floor plan, etc. (**refer to Schedule of Materials attached**) must be submitted to the Planning and Zoning Division. **AN INCOMPLETE APPLICATION FORM OR MISSING INFORMATION WILL CAUSE DELAY IN THE REVIEW AND ISSUANCE OF THE PLAN OF OPERATION USE PERMIT, AND THE APPLICATION MAY BE RETURNED FOR ADDITIONAL INFORMATION.** No changes to the request may be made once the application packet is submitted. Changes will require a new application. It is preferable the plans or maps be no larger than 11" x 17" in size, and shall **not** be reduced, enlarged or faxed. Additional items may be required.

**Name/Address of Business or Operation** \_\_\_\_\_

**Previous Operation Name/Owner/File No. (if applicable)** \_\_\_\_\_

**Request for (check all that apply): Refer to the Schedule of Materials attached for submission requirements.**

<input type="checkbox"/> Site Plan	<input type="checkbox"/> New Building/Addition/Remodel	<input type="checkbox"/> New Owner/Operator
<input type="checkbox"/> Signage	<input type="checkbox"/> Lighting	<input type="checkbox"/> Off-street parking/loading
<input type="checkbox"/> Commercial Boarding	<input type="checkbox"/> Piers/Moorings	<input type="checkbox"/> Food Service
<input type="checkbox"/> Expansion of/Change in Use	<input type="checkbox"/> Storage (inside/outside)	<input type="checkbox"/> Special Events (inside/outside)
<input type="checkbox"/> Other (specify) _____		

**Describe in detail the specific existing and proposed use(s):**

Be sure to include any temporary uses and accessory uses (e.g., special events (inside/outside), bar/food service, vending/video/game machines, music/entertainment, boat rentals, gasoline sales, etc.). Provide a list of all items sold/produced on the property. List the square footage of all uses. You may attach additional pages.

Existing use(s): \_\_\_\_\_

Proposed use(s): \_\_\_\_\_

**Other information:**

Total Number of Employees \_\_\_\_\_ |No. Full Time \_\_\_\_\_ |No. Part Time \_\_\_\_\_ |No. Seasonal (specify) \_\_\_\_\_

Days and specific hours of operation \_\_\_\_\_

The undersigned owner hereby certifies that all of the above statements, information and attachments contained herein (site plan/survey, building plans, exhibits, etc.) are true and accurate to the best of his or her knowledge and belief. Failure to comply with the permit as issued will result in the revocation of the permit or other penalties. By signing this form, the owner or his/her authorized agent is giving their consent for the Dept. of Parks and Land Use to inspect the site as necessary and related to this application even if the property has been posted against trespassing pursuant to Wis. Stat. **BOTH THE OWNER AND OPERATOR MUST SIGN THIS FORM OR THE APPLICABLE AUTHORIZED AGENT FORM.**

**Owner Signature**

**Date**

**Applicant/Operator Signature**

**Date**

## **Application for Site Plan and Plan of Operation Approval - Schedule of Materials**

To ensure there is an adequate amount of information and a sufficient amount of time for staff review, **one (1) complete copy** of **ALL** required materials, including a **scaled** and **accurate** site plan or plat of survey (preferred), signage, lighting, grading plan, building plans, landscape plan, parking, etc. (**refer to Schedule of Materials attached**) must be submitted to the Planning and Zoning Division. **AN INCOMPLETE APPLICATION FORM OR MISSING INFORMATION WILL CAUSE DELAY IN THE REVIEW AND ISSUANCE OF THE PLAN OF OPERATION USE PERMIT, AND THE APPLICATION MAY BE RETURNED FOR ADDITIONAL INFORMATION.** No changes to the request may be made once the application packet is submitted. Changes will require a new application. It is preferable the plans or maps be no larger than 11" x 17" in size, and shall **not** be reduced, enlarged or faxed. Submittal, and subsequent review, of this application may include a site inspection. Additional items may be required.

### **Site Plan/Plat of Survey (must include the property's legal description)**

Completed Application Form  
Dimensions and size of parcel  
Dimensions, locations and uses of all existing/proposed buildings and structures  
Streets/Rights-of-way/Easements (locations, platted widths, and center lines)  
Interior floor plan(s)  
Sign location and size (see signage section)  
Lighting location (see lighting section)  
Dumpster location, including screening  
Parking/Loading (see off-street parking/loading section)  
Storage areas (inside/outside)  
Outside uses  
Fencing/Screening (include type and height)  
Surface Water Drainage Plan/Storm Water Retention Facilities (to be approved by the Land Conservation Division), including the delineation of all impervious surfaces  
Grading plan  
Landscape plan  
Conservancy Wetland/100 Year Floodplain/Ordinary High Water Mark/PEC locations  
Well & Septic locations (unless served by public sewer and water)

### **New Building, Addition, or Remodeling**

Completed Application Form  
Site Plan/Plat of Survey  
Completed Zoning Permit Application  
One (1) copy of Dept. of Commerce, Safety and Buildings approved plans, if applicable, including interior floor plan(s) and scaled elevation renderings  
Copy of Sanitary Permit or septic approval (unless served by public sewer)  
Copy of DNR well approval (unless served by public water)  
Copy of fire inspection  
List of any chemicals, toxic or hazardous waste or solvents, or flammable materials stored on the site and how they are disposed of  
Copy of approved Erosion Control Permit  
Copy of Highway Access Permit

### **New Owner/Operator**

Completed Application Form  
Site Plan/Plat of Survey  
Copies of Town and/or State licenses/permits (i.e., liquor, restaurant, boarding, sellers, etc.)

### **Expansion of/Change in Use**

Completed Application Form  
Site Plan/Plat of Survey  
Interior Floor Plan(s)

- \_\_\_\_ **Signage**
  - Completed Application Form
  - Site Plan/Plat of Survey (delineate sign location and size)
  - Elevation Rendering of Building (required for wall signs only)
  - Scaled rendering of the sign(s)
  - Light Fixtures (catalog cut sheets)
  - Temporary Signs and dates of use
  
- \_\_\_\_ **Commercial Boarding of Livestock**
  - Completed Application Form
  - Site Plan/Plat of Survey (delineate site layout)
  - Interior floor plan(s)
  - Copy of approved Conservation Plan
  - Copy of Environmental Health Division approval (including site evaluation for stable operations)
  
- \_\_\_\_ **Lighting**
  - Completed Application Form
  - Site Plan/Plat of Survey (delineate lighting location(s))
  - Elevation Renderings, catalog cut sheets
  
- \_\_\_\_ **Piers/Dockage/Moorings**
  - Completed Application Form
  - Site Plan/Plat of Survey (delineate location and length of all piers, mooring spaces, etc.). Refer to the pier/mooring requirements of the Ordinance.
  - Copy of DNR Permit(s)
  
- \_\_\_\_ **Off-Street Parking/Loading**
  - Completed Application Form
  - Site Plan/Plat of Survey (delineate number of spaces, dimensions, handicap stalls, employee parking, screening, etc.). Refer to the off-street parking/loading sections of the Ordinance/Code.
  
- \_\_\_\_ **Storage (inside/outside)**
  - Completed Application Form
  - Site Plan/Plat of Survey (delineate area to be used for storage)
  - Screening type for outside storage (list size and material)
  
- \_\_\_\_ **Special Events (Inside/Outside)**
  - Completed Application Form
  - Site Plan/Plat of Survey (delineate location of outside events)
  - Interior floor plan (delineate location of inside events)
  - Temporary signage description (see signage above)
  - List and provide the dates of all events requested
  
- \_\_\_\_ **Food/Bar Service**
  - Completed Application Form
  - Site Plan/Plat of Survey (delineate location of exterior table seating and bar seating)
  - List of proposed food items/menu
  - Copy of restaurant license
  - Interior floor plan (delineate table locations, number of chairs, number of bar stools, etc.)

**ADDITIONAL INFORMATION/NOTES:**[illegible]

**For Office Use Only**

Staff member receiving the application \_\_\_\_\_ Date \_\_\_\_\_ Town approval date \_\_\_\_\_

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